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MEMORANDUM FOR: Deputy Director (Support)

**SUBJECT : Office of Logistics Accomplishments During
FY-1955 and Major Objectives for FY-1956**

1. This Office has conducted a review of the major objectives that were established at the beginning of FY-1955 and acquired during the fiscal year. Substantial progress has been made in the accomplishment of all continuing objectives during this period. In addition, the following are major accomplishments realized during FY-1955:

a. Consolidated and realigned the functions of the Assistant Chief for Operations and the Technical Review and Policy Staff under a newly created component, the Assistant Director of Logistics with appropriate staff.

b. Published 59 Agency Logistics regulatory issuances. Developed and submitted to the Regulations Control Staff 30 additional regulatory issuances.

c. Published 38 Logistics Instructions and 50 Logistics Notices.

d. Submitted to the Incentive Awards Committee 169 evaluations on employee suggestions. Four monetary awards (totaling \$105.00) were made to employees of the Office of Logistics. To date, 12 awards totaling \$825.00 have been made to employees of the Office of Logistics.

e. Expanded the Logistics training program as follows:

(1) Revised the Logistics Support Course to place more emphasis on actual work problems and operational training.

(2) In coordination with the Technical Services Staff and the Office of Training, initiated a Special Training Program for personnel handling [] equipment.

(3) Initiated the Logistics Supervisory Training Program.

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(4) Increased participation in external training programs.

f. Increased the scope of the mail and courier services.

g. Devised and implemented an effective system to provide for the planned rotation of OL designees to and from field and departmental positions.

h. Assisted in the planning for a new CIA headquarters building. Such assistance included inspecting approximately 40 potential sites, surveying space requirements, preparing reference material for presentation of the request to The Congress, and conducting meetings with local governing bodies and Federal agencies.

i. Compiled reports on all Agency real property except for proprietary type and that at a small number of overseas stations. Real estate records as of 30 June 1955 reflect a total of [] held by the Agency, representing an expenditure of approximately []

j. Acquired [] properties by lease assignment or renewal; leases for [] properties were terminated.

k. Reached agreement with DD/P area officials that the services of the [] (Real Estate and Construction Division), will be used in the acquisition and disposal of proprietary real property.

l. In support of the Agency wartime mission, developed requirements for []

m. Initiated preliminary planning to determine the desirability of organizing a logistical control center in Europe to more effectively support operations.

n. Assumed responsibility for the guidance, direction, and operation of a special microfilm task force engaged in filming vital Agency documents in support of the records management program of the Management Staff.

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o. Relocated and expanded the "K" Building printing facilities.

p. Installed a complete motion picture developing and duplicating service equipment for sound and silent film.

q. Produced a total of 139,894,344 impressions and 2,750,607 photographs with the Agency's centralized printing facilities. This represents a substantial increase in production over the previous year and was accomplished with approximately the same number of personnel.

r. Initiated a world-wide survey of printing requirements and facilities.

s. Established a central control activity to maintain current records and review all actions pertaining to Agency motor vehicles, both domestic and field, including allocation, operation, use, maintenance, redistribution, procurement and disposal.

t. Compiled a tariff rate book for transportation costs to world-wide destinations.

u. Established a Procurement Review Committee for the purpose of reviewing proposed procurement actions of \$5,000 or more to determine the method of procurement and procedures to be followed. This Committee held 79 meetings, and reviewed 189 cases totaling \$5,628,153.

v. Established a Procurement Planning Committee for the purpose of obtaining, reviewing, and utilizing advance information on planned future procurement requests. The function of this Committee has resulted in lower procurement costs and faster procurement actions.

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w. 12,560 procurement actions, representing were taken by the Procurement Division.

x. Visited and reviewed logistical activities of all major stations, resulting in a marked improvement in logistics functions in the field and the establishment of a closer working relationship between the field and headquarters.

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y. Improved and strengthened the method of submitting forecasts of requirements by field installations.

z. Adopted an Agency Supply Catalog from IBM publication to Flex-O-Print strip panel method.

a. Completed a physical inventory of all material in

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2. Attached is a listing of major objectives programed for FY-1956.

JAMES A. GARRISON
Director of Logistics

Attachment:
Objectives for
FY-1956

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